

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



ENERGY SERVICES OFFICER LONG BEACH GAS AND OIL DEPARTMENT

The City of Long Beach is seeking a highly qualified professional to oversee the Energy Services Division in support of the Long Beach Gas and Oil Department.



THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific,

Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full service City providing all traditional public services. In addition to its traditional services, Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, a Gas & Oil Department and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 6,000 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



THE DEPARTMENT

Long Beach Gas and Oil oversees activities related to major oil production operations, a waste-to-energy power plant, and one of the nation's largest municipal natural gas utilities with 150,000 customers. The Department's FY 2016 budget is \$325 million with 232 budgeted staff. The Energy Services Officer reports to the Business Operations Bureau Manager and supervises two Administrative Analysts that support the Energy Services Division's operations.



THE POSITION

Reporting to the Business Operations Bureau Manager, the Energy Services Officer is an at-will management position that will be responsible for implementing the Department's energy policy and supporting all aspects of the Department's utility business operations.

The Energy Services Officer will oversee natural gas requirements for all residential, commercial, and industrial customers; oversee the procurement of natural gas, including renewable gas, from various suppliers to ensure competitive

pricing and compliance with emissions regulations; analyze gas rates utilized in customer rate classifications; and make recommendations for rate adjustments. The position will implement the gas supply/transmission program and manage multiple contracts relative to the Department's operations, including the procurement, transmission, transportation, storage, local production, and delivery of natural gas.

The position is also responsible for tracking and analyzing relevant State and Federal regulatory and legislative actions, including the Global Warming Solutions Act of 2006 (AB 32 - Cap & Trade) and the regulatory cost allocation proceedings before the California Public Utilities Commission. The position will work closely with Oil Operations staff to assist in the management of contractual agreements between the City and State relative to gas and oil revenue distribution. The position will recommend strategies and oversee special projects such as the deployment of an automated metering infrastructure to insure safe, reliable, and efficient supply operation and will facilitate effective communication with the City's utility rate payers.

THE IDEAL CANDIDATE

The ideal candidate will be a strong manager who will lead by example. He/she will possess excellent written and verbal communication skills to present information to customers, government agencies, and executive management. In addition, the ideal candidate will possess the ability to balance competing interests and to develop and mentor staff and improve overall effectiveness allowing them to manage all aspects of the City's energy policy.

Education and Experience

1. Graduation from an accredited university or college with a Bachelor's degree in Public Administration, Business Administration, Communications or related field. Additional related experience may be substituted for the required education on a year-for-year basis.
2. Five years of progressively responsible experience in business or financial analysis, procurement, managing commodities, or contract administration or negotiation, AND a minimum of one year experience as a lead, supervisor, or manager.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

SALARY + BENEFITS

The salary range for this position is \$76,000 to \$114,000 annually. Placement in the range will depend on qualifications. The City's compensation package also encompasses an attractive benefits package that includes:

- Retirement – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- Vacation – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- Executive Leave – Forty (40) hours per year.
- Sick Leave – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- Holidays – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- Transportation Allowance.
- Health and Dental Insurance – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- Life Insurance – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- Disability – City-paid short-term and long-term disability insurance.
- Flexible Spending Account – Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- Management Physical – Annual City-paid physical examination.
- Deferred Compensation 457(b) Plan – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- Technology Allowance – Monthly smart phone stipend.

APPLICATION PROCESS

This recruitment will close at 4:30 p.m. on **Friday, September 9, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

Following the close of filing, applications will be reviewed and those candidates determined to be the best qualified will be invited to participate in the selection process which will include an oral interview by a selection panel. The selected candidate will be required to undergo a thorough background and reference check.

This information is available in an alternative format by request to the Long Beach Gas and Oil, Personnel Services Division at (562) 570-2043. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application.

SUPPLEMENTAL QUESTIONS

ENERGY SERVICES OFFICER

Please submit your written response to the following questions in PDF format, failure to respond to these supplemental questions will disqualify you from further consideration. Responses must accompany your resume, be sure to place your name on each page being submitted. Responses are to be no more than one page per question. The responses are requested to get a sense of your writing skills and insights into your management style and experience.

1. Describe your experience with project management and/or the types of administrative assignments you have overseen. Please highlight one notable assignment that demonstrated your capacity for leadership.
2. Describe an example of an assignment that involved working effectively with multiple stakeholders and successfully overseeing a project or assignment in support of an organization's operations.
3. Provide your experience with drafting, negotiating and administering contracts, including government approval processes (if applicable).